

## **ATTACHMENT 2**

### **Technical Proposal Instructions**

The vendor shall submit five (5) copies of the technical proposal as a separate part of the total quotation package (not included with the price quotation). Omit all price or cost details from the technical proposal. The technical proposal shall not exceed 50 double-sided pages in length (100 single-sided), excluding cover page, table of contents, resumes, and references. Technical information shall be submitted in both hard copy and electronic format.

Vendors shall prepare their technical proposal submission in the following format.

#### **Cover Letter and Table of Contents**

This section should include the vendor's transmittal letter and a table of contents identifying the sections of the technical proposal.

#### **Section 1 – Technical Approach**

Technical proposals will be evaluated on the extent to which they demonstrate technical sufficiency in the proposed technical and management approach to perform and support the requirements of the Performance Work Statement (PWS).

Vendors shall clearly indicate how they will comply with the requirements described in the Performance Work Statement (*see Attachment 1b*). Vendors shall verify their ability to comply with requirements described in the PWS for each task area(s) which they are proposing. This verification consists of the vendor's ability to provide the following:

- a. Vendors shall provide detailed information relating to each proposed task area(s) which demonstrates its ability to satisfactorily meet the performance requirements. Examples of demonstrated ability include providing a narrative summary of relative experience that explains how such experience relates to the required task(s) and the vendor's ability to satisfy the requirements. Demonstrated ability further includes any Standard Operating Procedures or employee personnel functions that reflect the vendor's ability to meet tasking area requirements. Other examples include teaming/partnering arrangements and/or agreements and explanations detailing a vendor's strategy and implementation plan to satisfy applicable logistics support service requirements, etc.
- b. For all proposed teaming arrangements (more than one contractor), the vendor shall submit the name, address, and primary point-of-contact for each team member or subcontractor, as well as a copy of any signed agreements.
- c. Vendors shall review the Scenario (*see Attachment 4*) and provide a comprehensive work plan outlining the details related to how it will accomplish

the proposed logistic support task area(s). Responses to the scenario shall address the vendors function in relation to their proposed task area(s). The vendor shall review the scenario and develop a work plan for their specific role in the response. This detailed plan shall include information regarding projected timelines for performance, personnel capabilities, technical approach, and method for implementing the work plan.

Note. General statements made by the vendor such as “*We have reviewed the requirements and can meet the stated requirements*”, shall **NOT** be considered a demonstration of a vendor’s ability to perform.

## **Section 2 – Technical Experience**

Vendors shall be evaluated on their ability to demonstrate technical experience for their proposed logistics support task area(s). Demonstrated ability consists of relevant business experience that supports a vendor’s proposed strategy for utilizing its technical experience under any resulting agreement or purchase order. Vendors shall provide a narrative summary that demonstrates their technical experience in relation to the requirements of the PWS.

## **Section 3 – Personnel**

### **(a) Key Personnel**

Vendors shall provide resumes for individuals proposed to serve in “Key Personnel” positions as described in the Key Support Personnel Section 5.1 of the PWS (*see Attachment 1b*) for evaluation purposes. The resume shall demonstrate the proposed individual(s) possesses the qualifications (i.e. educational background, relative experience, training, etc.) required to successfully perform the requirements of the PWS.

In addition, vendors shall also provide resumes for key consultants, any team subcontractors, and other personnel as described in Section 5.2 of the PWS.

### **(c) Resume Requirements**

The resumes for Key Personnel shall contain information related to the following: proposed job title; academic qualifications and dates thereof, including listing degrees and certifications earned; complete experience record showing employer, title, and **specific duties performed**, responsibilities, and assignments by years, beginning with the present and work backwards; and the experience the individual had in performing tasks for which he/she is being proposed, and references. The vendor shall also submit any Letters of Intent or Commitment Letters for individuals proposed as key personnel.

Resumes shall not exceed three (3) pages in length. Commitment letters, signed by each of the proposed key personnel, shall not exceed one (1) page in length and shall include percentage of time available, date available to start work, and any contingencies.

(d) Personnel Availability

The vendor shall clearly indicate which individuals being proposed as Key Personnel are current employees, tentative hires, any personnel provided via subcontracts, and the percentage of the total time each key personnel would be available to devote to any resulting agreement.

**Section 4 – Past Performance**

Proposals shall be evaluated on the extent they show relevant performance and the likelihood of success in meeting the Government's requirements as identified in the Performance Work Statement.

(a) Vendor's shall distribute the Client Authorization Letter and Past Performance Questionnaire found in Attachment 6 and 7 of this RFQ to at least five (5) current or past customers for projects completed within the past three years of contracts and/or agreements similar scope, magnitude, relevance, and complexity to this requirement.

(b) The following information shall be required from each reference submitting a response to the Past Performance Questionnaire.

1. Name of Agency.
2. Point of contact (name, title, telephone number, and fax number) for technical performance
3. Contract/Task order number
4. Total dollar value of the contract/order
5. Period of performance
6. Description of work performed and identification of the major teaming partners, subcontractors, or prime contractor (if any) and the role performed by each firm.

The vendor's past performance shall be evaluated by the Contracting Officer and based on the questionnaire responses received from current and past customers as described above.